



## Office of the State's Attorney for Baltimore City

### PARALEGAL – JUVENILE COURTS DIVISION

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The Office of the State's Attorney for Baltimore City seeks candidates for a full-time paralegal position to provide support services to attorneys handling transfer and HYPE cases in the Circuit Court of Maryland from 9 a.m. to 5 p.m. This position is located at the Baltimore City Juvenile Justice Center, 300 North Gay Street, Suite A2100, Baltimore, Md.

The paralegal is responsible for the administrative management of the Transfer cases and HYPE cases. Tasks associated with this position include but are not limited to:

1. Prepare and maintain transfer case files along with the transfer database and the transfer court schedule.
2. Assist HYPE ASA with case management, database, and grant reports.
3. Communicate effectively with attorneys, DJS caseworkers and other juvenile agency professionals.
4. Review the daily specials list to determine if the matters meet the HYPE criteria.
5. Prepare pleadings and provide litigation support under the direction of the attorneys.
6. Request and compile DJS reports, review JIS and Quest case history, and obtain court ordered medical evaluations in preparation of transfer hearing.
7. Prepare medical subpoenas, standard HIPPA and Notice of Intent correspondence.
8. Perform legal research, as requested by Juvenile Chief and Deputy.
9. Compose routine and non-routine correspondence, including letters, memos, and reports.
10. Assist with emergency petitions.

#### **Qualifications:**

Applicants must demonstrate prior paralegal experience. Applicants should possess excellent organizational and communication skills, be able to meet deadlines and be proficient with eQuest, Microsoft Word, Excel and Outlook. Applicants should possess the ability to problem solve and be able to work in a high volume environment. Selected candidates will be subject to drug and alcohol testing and a criminal background check before starting employment.

#### **Compensation:**

\$44,858 - \$54,520 DOE. Benefits are associated with this position.

#### **To Apply:**

Interested persons should email cover letter, resume and transcript to [resume@stattorney.org](mailto:resume@stattorney.org) by the close of business, Friday, June 24, 2016. Consideration of resumes will begin immediately. Please use "Paralegal – Juvenile Court Division" as the subject reference of your email and cover letter. Documents must be in pdf or Word format.

Applicants who submitted applications for prior positions must submit a new application for this position. All positions with the Office of the State's Attorney are at-will positions with no civil service protection. **Applicants should have no expectation that the paralegal position will lead to a position as an Assistant State's Attorney.**

***THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.***